



Policy: 4440
Procedure: 4440.02
Chapter: Education
Rule: Education Staff – New
Employee Training

Effective: 7/30/08
Replaces: 4440.02
Dated: 10/10/97

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) secure facility education programs provide 40 hours of on-the-job training, in addition to the required pre-service training during the first weeks of employment.

Rules:

1. The **EDUCATION PRINCIPAL** shall ensure:
 - a. A training schedule is established which assists in developing education staff proficiency, knowledge, and skill in areas critical to the education program;
 - b. At least 4 hours of the 40 hours of on-the-job training is handled personally by the Education Principal;
 - c. Appropriate education employees are scheduled to provide the remaining 36 hours of training;
 - d. All teaching employees are provided a curriculum map and materials, and any needed explanation of its use;
 - e. On-the-job training areas are recorded on training records and filed in the employee's personnel file;
 - f. A new employee evaluation is completed at the end of six months using formal and informal classroom observation;
 - g. New teachers have an opportunity to participate in a teacher incentive pay evaluation on a prorated basis from date of employment in accordance with Procedure 4403.01 The Classroom Site Fund.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director